

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



DEVELOPMENT PERMIT APPLICATION FINAL DEVELOPMENT ORDER NON-RESIDENTIAL MINOR DEVELOPMENT INCLUDES A CHANGE OF USE OR BUSINESS TYPE

This application is to request a development permit for the construction of a new non-residential development or for the change of use and/or occupancy of an existing non-residential building to another non-residential use or business, including a modification or addition to an existing structure and/or site improvement(s). The total gross leasable building area on the subject property must not exceed 25,000 square feet to be considered a Minor Development eligible for approval by the Planning Official. Gross leasable area shall include any enclosed/unenclosed outside impervious display/storage areas, whether the impervious area is created by ground cover or a roof.

Date of application: _____

This application shall include all items listed on the attached checklist unless marked as not applicable (waived) by the Planning Official or authorized Planning Department staff.

Property Owner's Name

Builder/Contractor Name

Owner's Phone Number

Builder/Contractor Phone Number

Property Tax ID Number:

Property Location:

Description of Development:

Signature of Applicant

Signature of Owner if different

Address

Address

APPROVAL OF MINOR DEVELOPMENT PLAN: I have reviewed this application and determined that the proposed addition meets the conditions of the Jefferson County Land Development Code and otherwise complies with all applicable laws and ordinances.

CONDITIONS OF APPROVAL: _____

Planning Official

Date of Approval

***This permit is good for one (1) year from date approved. One (1) extension can be granted upon applicant request.**

Development Review Checklist

NON-RESIDENTIAL MINOR DEVELOPMENT

This checklist is designed to help you meet all the requirements for a minor development review that is required prior to either changing the use of an existing structure and/or the issuance of required building permit(s) for an addition to, or modification of an existing non-residential or business structure, or the construction of a new non-residential or business structure and other improvements. These items must be submitted with an application for a building permit. Failure to include any of these requirements in your application will result in a processing delay. If you have further questions about any of the requirements, please contact the Jefferson County Planning Department at (850) 342-0223.

General Site Plan and Development Review Submittal Requirements		√
1. A general site plan depicting the following:		
a. Overall site Location Map: Position of the proposed development in section, township, and range, with roads and other pertinent information.		
b. Boundary Survey: The boundary survey must meet the requirements of Florida Statutes Chapter 177, part I; including metes & bounds legal description.		
c. Name, Address and Telephone Number of Owner(s).		
d. Name, Address and Telephone Number of Builder/Contractor.		
e. Area of Property: The area of the property must be clearly shown		
f. Building Setbacks.		
g. Office, Commercial, or Industrial Existing and Additional Floor area, height and type.		
h. Tree Removal: A statement must be submitted describing which protected trees are to be removed and why.		
i. Soils Information		
j. Existing/Proposed Parking, Driveways and Loading		
k. A Landscape Plan, including interior landscape islands when required in parking lots, perimeter landscape buffers (or letters from any adjacent owners requesting either no constructed buffer, or no change in existing vegetation in the area of an otherwise required buffer), and frontage perimeter landscaping when adjacent to vehicular use areas*.		
l. Calculations indicating all impervious surface areas		
m. FIRM Map Location/Information		
n. Stormwater provisions (see item 5. below)		
2. Building Plans.		
3. A copy of the deed of the subject property, including any deed restrictions/restrictive covenants.		
4. Notice requirements:		
a. Public Notice is not required for a change of use not requiring a building addition or a site modification such as additional paved parking or other impervious surfaces.		
b. Notice by Certified Mail is required to be sent to all property owners within 500 feet of the perimeter of the development site for new developments. Attach a copy of the certified list of said property owners obtained from the Property Appraiser's Office.		
5. Approved Stormwater Permit or Letter of Exemption from the appropriate Water Management District		

*The plantings along roadway rights of way should be tall enough to prevent headlights of all vehicles (cars or trucks) parked or maneuvering in parking areas from the potential of distracting or "blinding" drivers passing on the road at night. (A decorative, opaque fence may be utilized between the vehicular area and the new plantings as a supplemental screen to block lights.)